

# einzelne Mitarbeiter einsehen/bearbeiten

Um einzelne Mitarbeiter einsehen zu können klickt man zuerst auf **User**

The screenshot shows a software interface with a top navigation bar containing various menu items like 'Adressen', 'AR', 'ER', 'Angebot', 'Artikel', 'Lieferscheine', 'Bestellung', 'WE-Lieferschein', 'Warenbewegungen', 'Produktion', 'Kassensystem', 'Konten/Kassen', 'Aufträge', 'Buchhaltung', 'Anlagen', 'Aufgaben', and 'Webshop'. Below the navigation bar is a calendar grid with columns for days from 'Di, 31.05.' to 'Do, 09.06.'. The 'So, 05.06.' column is highlighted in yellow. On the right side, there is a sidebar menu with options: 'Wochenpläne', 'Sondertage', 'Vereinbarungen', 'Stempelzeiten', 'User' (highlighted with a red box), 'ganzen Tag anzeigen', and 'Essensanmeldung'.

Danach auf **i**

This screenshot shows the same software interface, but now displaying a list of employees. The list has columns for 'Name', 'Abteilung', and 'Status'. The first row is 'Michaela König' in the 'Küche' department, with an 'i' icon circled in red. Other icons like 'B' and 'X' are also visible. The sidebar menu on the right is the same as in the previous screenshot, with 'User' still highlighted.

The screenshot shows a detailed calendar view for 'Michaela König, Mai 2022'. The calendar grid has columns for days 1 through 23 and rows for dates from '01.05.22' to '06.05.22'. The first row (01.05.22) is highlighted in yellow. On the right side, the sidebar menu is updated with additional options: 'Vormonat', 'nächste Monat', 'Wochenpläne', 'Sondertage', 'Vereinbarungen', 'Stempelzeiten', 'User', 'Dieser User' (highlighted in orange), 'ganzen Tag anzeigen', 'Dienstplan erstellen', 'Zeittiste', 'Dienstplan', and 'Essensanmeldung'.

Revision #1

Created 27 May 2022 12:27:37 by Michaela König

Updated 20 February 2023 13:35:19 by Michaela König